



Nthabiseng Mochelanyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm am looking for retail or office assistant jobs. I have customer service and have also work as an office administrative clerk for an occupational therapist. I have Microsoft,Internet,email and Microsoft pastel experience. I have basic office knowledge which I obtained through the job. I am also a team player,hardworking person and a very fast learner. I always try my best to strive and meet the company s needs and finish tasks on time.

Preferred occupation	Office assistant Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-10-29 (32 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2011.05 iki 2011.10
Company name	Makro strubbens Valley
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Offer customers service
Working period	nuo 2014.09 iki 2016.04
Company name	Mphodise lifestyle occupational therapy
You were working at:	Administrators
Occupation	General office admin clerk
What you did at this job position?	General office admin

Education

Educational period	nuo 2005.01 iki 2009.12
Degree	Grade 12 / Matric
Educational institution	Vector college
Educational qualification	Matric
I could work	I could work for call centre

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	fluent
English	fluent	very good	very good
isiZulu	fluent	very good	basic

Computer knowledge

Microsoft office
Email
Internet
Pastel

Conferences, seminars

I have attended the mediswitch workshop training to help with medical aid claims which was ran by Adele Pretoria on 16 October 2014, 02 December 2014 and 11 November 2015.

Recommendations

Contact person	Minah Ncube
Occupation	Supervisor
Company	Makro strubbens Valley
Telephone number	011 671 8300
Contact person	Nondumiso Bikitsha
Occupation	Occupational therapist (supervisor)
Company	Mphodise lifestyle
Telephone number	072 600 5618
Contact person	Tlou Keetse
Occupation	Occupational therapist technician
Company	Mphodise lifestyle
Telephone number	079 542 3383

Additional information

Your hobbies	Cooking Car spinning
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	0000 R per month